



# Board of Zoning Appeals

Town of North Hempstead

210 Plandome Road • Manhasset, NY 11030 • (516) 869-7667 • (516) 869-7812 fax

## FILING REQUIREMENTS

### **RESIDENTIAL - Additions, Alterations, Accessory Buildings; etc.**

Section 267-a 5(b) of Town Law requires that any application to the Board of Zoning Appeals shall be filed within sixty (60) days of the Notice of Disapproval by the Building Official.

#### **The following documents are required for all Appeals - Four (4) complete sets:**

- Notice of Disapproval - TNH Building Department.
- Application for variance, conditional use permit or a request for determination.
- Zoning Analysis submission form.
- Survey of premises.
- Site Plan, Floor Plans, Elevations & Architectural Drawings.
- Mother Daughter information sheet if applicable.
- Filing Fees:

- Additions & Alterations	\$ 200.00
- Accessory Buildings & Structures, Fences & Swimming Pools	\$ 200.00
- Mother Daughter Residence Permit	\$ 200.00
- Conversion of a single family residence to a two family residence or Additions & alterations to an existing two family.	\$ 400.00

**Incomplete Applications will not be accepted for filing!**

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## **RULES FOR FILING OF NOTICE OF A PUBLIC HEARING**

- Forms required for notification shall be provided by the Secretary of the Board.**
- The applicant shall notify all adjoining property owners as indicated on the latest Nassau County Assessment Roll prepared for the Town General Tax Levy.**
- Notices shall be sent not more than twenty (20) nor less than ten (10) days prior to the date of the public hearing. Said notices shall be sent by certified mail, from a Post Office located within Nassau County.**
- The applicant shall file with the Office of the Board proof that said notice has been sent to the affected property owners no later than five (5) days prior to the public hearing . Said proof shall consist of: an Affidavit of Mailing, a sample copy of the notice sent and all post office receipts.**

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**- NOTES -**

**Incomplete Applications will not be accepted for filing!**

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